

MISSION

In mid April, the DC Commission on National and Community Service will be known as Serve DC. This is an exciting time for us and all our partners. Please assist us in making the trained volunteers aware that our new name will be Serve DC. Thank you.

The mission of the Serve DC office is to strengthen and promote the District of Columbia's spirit of service through partnerships, national service, and volunteerism. The office focuses on three areas to accomplish this mission:

- **Partnerships:** Develops partnerships among civic groups, government agencies, educational institutions, nonprofit organizations, corporations and small businesses, and the faith-based community.
- **National Service:** Administers AmeriCorps and Learn and Serve programs in the District and facilitates collaboration among all national service programs including Senior Corps, AmeriCorps*NCCC and AmeriCorps*VISTA.
- **Volunteerism:** Encourages citizens of all ages and backgrounds to address a variety of community needs by volunteering. Leads the Citizen Corps initiative, which provides citizens with opportunities to volunteer and make their communities safer, stronger and better prepared to address threats of terrorism, crime and disasters.

COMMISSIONERS

Serve DC is a bipartisan group representing community-based, nonprofit, and faith-based organizations, government, education, youth, older adults, labor, national service, business, and other partners.

Commissioner	Organization
Vince Micone, Chair	U.S. Department of Justice
Thomaseenia Duncan, Vice Chair	America's Promise- The Alliance for Youth
Susanna Connaughton, Secretary	Community Leader
Robert Richards, Treasurer	Community Leader

Commissioner	Organization
Neil Albert	DC Department of Parks and Recreation
Kent Amos	Community Academy Public Charter School
Shafkart Anwar	George Washington University
Jackie Barnes	Community Services Agency, Metropolitan Washington Council, AFL-CIO
Rosetta Freeman-Busby	Corporation for National and Community Service
Brad Figel	Nike
Donald Galloway	Department of Consumer and Regulatory Affairs
Barbara Gordon	Community Leader
Dr. Janet Griffin-Graves	Howard University Center for Urban Progress
Dr. Tracy Gray	American Institutes for Research
Bulbul Howard	League of Republican Women
Nicole Latimer	Spingarn Center
Atiba Madyun	National Black Caucus of State Legislators
Jacqueline Meers	PR Consultant
MaryAnn Miller	Department of Employment Services Director's Office
Hon. Ruby G. Moy	National Asian Pacific Center on Aging
Marvin Muhammad	All Faith Consortium
DeVera Redmond	Small Business Consultant
Derrell Simpson	Youth Commissioner
Virginia E. Hayes Williams	Community Leader, Mother of the Mayor
Jennifer Wright	Youth Commissioner

OFFICE

The Serve DC office is located at:
 441 4th Street, NW, Suite 1040 South, Washington, DC 20001
 Main Phone: (202) 727-7925
 Fax: (202) 727-9198
 Website: www.cnscs.dc.gov

Directions to the Serve DC office:

The office is located in One Judiciary Square on 4th Street NW between D & E Streets NW. By Metro, take the Red Line to Judiciary Square; exit on the 4th Street side; the building is directly to your left as you step off the escalator.

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OVERVIEW

Serve DC awards grants to nonprofit organizations, government agencies, and schools in the District of Columbia to operate AmeriCorps and Learn and Serve programs. Serve DC also acts as the state point of contact in the District for Citizen Corps, a component of USA Freedom Corps, and partners with citywide coalitions to promote community services. Serve DC sponsors the monthly Mayor's Community Service Award given to residents who consistently contribute to their communities.

Learn & Serve

Learn and Serve America supports service-learning programs in schools and community organizations that help nearly one million students from kindergarten through college meet community needs, while improving their academic skills and learning the habits of good citizenship. Learn and Serve grants are used to create new programs or replicate existing programs, as well as to provide training and development to staff, faculty, and volunteers. There are three main goals for service learning projects in the District of Columbia; to develop and build support for high-quality service learning projects that will assist local non-profits, community and faith-based organizations and local units of government to effectively administer service learning projects as part of their youth programming; to increase and enhance opportunities for youth to serve by identifying youth volunteers opportunities at community and faith based organizations; and to promote recognition initiatives for youth engaged in service (President's Volunteer Service Award, Mayor's Community Service Award, etc.) to recognize and to award outstanding performance of participants.

Learn and Serve Community Base Programs

Community Harvest/ The Tides Center

300 Learn and Serve participants and 1500 adult and youth volunteers will participate in service learning project that addresses health, nutrition, and environmental science.

Contact:

Danielle Rolli

Community Harvest

2437 15th Street, NW

Washington, DC 20009

Phone: 202-667-8875

Fax: 202-667-9669

Danielle@communityharvestdc.org

www.comunityharvestdc.org

Multicultural Community Service

25 Learn and Serve participants and 30 adult and youth volunteers will participate in a service learning project that provide tobacco education and prevention to community members.

Contact:

Mery Rodriguez

Multicultural Learning Center

2437 15th Street, NW

Washington, DC 20009

Phone: 202-238-9355

Fax: 202-238-9399

mrodrigb@gmu.edu or www.mcsdc.org

H Street Community Development Corporation

25 Learn and Serve participants and 10 adults and youth volunteers will participate in a service learning project to provide financial literacy to the community

Contact:

Yulonda Queen

H Street Community Development Corporation

510 H Street, NE

Washington, DC 20002

Phone: 202-544-8353

Fax: 202-544-3051

Yulonda.queen@hstreetcdc.org

www.hstreetcdc.org

Shaw EcoVillage Project

20 Learn and Serve Participants and 80 adult and youth volunteers will participate in a service learning project to educate local residents about nutrition and agricultural issues

Contact:

Noel Petrie

Shaw Eco Village- Bread for the City Community Garden

1701 6th Street, NW

Washington, DC 20001

Phone: 202-265-2019

Sev.noeloetrie@verizon.net

DC WritersCorps

500 Learn and Serve participants and 36 adult and youth volunteers will build curriculum for the Reading Between the Lines Project. Participants will use the writing process as a vehicle for reaching into the community as they explore their local heritage.

Contact:

Kenneth Carroll

DC WritersCorps

2437 15th Street, NW

Third floor North

Washington, DC 20009

Phone: 202- 332-2848

Fax: 202 332-5455

Kenny@dcwriters.corps@aol.com

Calvary Bilingual Multicultural Learning Center

50 Learn and Serve participants and 35 adult and youth volunteers will research their local history, write a reflection essays, create community maps and photographic documentation for a website that will be hub for them to share experiences about their local community.

Contact:

Desepe deVargas

Calvary Bilingual Multicultural Learning Center

1420 Columbia Road, NW
 Washington, DC 20009
 Phone: 202- 332-4200
 Fax: 202-745-2562
ddevargas@cbmlc.org
www.cbmlc.org

Boys and Girls Club of Greater Washington, DC

50 Learn and Serve participants and 10 adult and youth volunteers will research how their local community view tolerance and perform service based on community needs.

Contact:

Monica Clark

Boys and Girls Club of Greater Washington

216 17th Street, SE

Washington, DC 20003

Phone: 301- 562-2000

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AmeriCorps Programs

Serve DC provides grants to support the following AmeriCorps programs:

Earth Conservation Corps (Eagle Corps)

Corps members create and maintain community waterfront parks and the Anacostia Riverwalk; educate community visitors, school, and after-school groups about the Anacostia River with visual displays; and guide community boat trips up the river.

Heads Up: A University Neighborhood Initiative

Corps members serve first to sixth graders in DC elementary schools and neighborhoods through a summer academic enhancement program and an after-school tutoring and homework assistance program.

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DC Citizen Corps

DC Citizen Corps is a component of USA Freedom Corps, established by President Bush in January 2002. Mayor Anthony A. Williams designated the Serve DC, formerly known as the DC Commission on National and Community Service (DC-CNCS) the coordinator of Citizen Corps for the District of Columbia. *DC Citizen Corps* programs provide residents valuable emergency training and education to prepare themselves, their family, and community in case of an emergency. The program brings together local community leaders, neighborhood volunteers, and the network of first responder personnel to increase community involvement in emergency preparedness and response. *DC Citizen Corps* enables every individual to make their community safer, stronger and better prepared for handling threats of terrorism, crime, public health risks and disasters of all kind.

On January 15, 2003, the *DC Citizen Corps Council* was established by Executive Order to serve as an advisory body to the office. The Council is an 'official' group of 26 leaders recognized by the Mayor from emergency management, law enforcement, fire and emergency medical services, volunteer organizations active in disasters, business and faith-based organizations, and other relevant groups such as schools, health care institutions, and the transportation sector.

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DCYAC

The DC Youth Advisory Council (DCYAC) was created by youth and District officials in order for young people throughout the District to have an ongoing voice in the policies, programs and actions within the city. The DCYAC is responsible for influencing change on legislation and policies that impact youth, and for creating more youth and adult partnerships. DCYAC is made up of 32 diverse members from across the District ranging in age from 13-22.

In November 2000, during [The City is Mine: Youth Summit](#), Mayor Anthony A. Williams met with more than 1,000 young people to listen to their suggestions about improving the District. One of the overwhelming messages was the need to change the way young people interact with their government. Mayor Williams signed legislation establishing DC Youth Advisory Council in April of 2002.

What the DC Youth Advisory Council Does:

- Comments on legislation and politics that affect young people
- Presents issues and recommendations to improve the lives of young people. Monitors and measures the effectiveness of youth programs and policies
- Partners with neighborhood youth organizations on shared issues
- Conducts workshops for youth and adults

What You Have To Do:

Being a DCYAC member requires a significant time commitment. Members will be required to attend 75 percent of the meetings (approximately two meetings per month), participate on committees and perform other tasks as needed. In addition, members are expected to attend other community meetings and keep youth across the city informed of the DCYAC's activities.

Membership Criteria:

- District residents ages 13-22
- Must have lived in the District for at least one year (not including a college dorm)
- Community-based background (or value the community as a whole)
- Awareness of what's going on in the sector of the community that they represent
- Ability to bring and hear fresh perspectives about youth issues and concerns
- Desire and ability to learn to communicate effectively (with peers and adults)
- An ability to work constructively in a group setting
- Responsible and able to follow through on commitments
- Interest and capacity in developing leadership skills

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Community Outreach & Initiatives

The Mayor's Community Service Award is awarded to one youth and one adult each month in recognition of outstanding community service. Countless people of all ages serve in numerous ways to improve their community. Their volunteerism makes the District a stronger and better place to live, and the Mayor's Community Service Award is one way to recognize and promote tier acts of service. Residents, community leaders, corporations, government agencies, nonprofit, and faith-based organizations have the opportunity to nominate youth (under the age of 24) and adults for the award. Nominees must be District residents. There should be two references per nominee.

National Youth Service Day, the largest service day in the world, has been chosen by DC-CNCS as its signature project. National Youth Service Day engages millions of young Americans and focuses national attention o the amazing leadership of young people. It is also an opportunity to recruit the next generation of volunteers while promoting the benefits of youth service to the American public. As the local lead agency for 2003, DC-CNCS mobilized 8,000 volunteers in 60 community service projects April 11-13. The success is due to a coalition of partners that works together to organize meaningful community service projects. The service day is sponsored by the Freddie Mac Foundation and NIKE, Inc.

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Monitoring and Monitoring Visits

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Overview

This section is meant to assist Sub-grantees in a general understanding of the Serve DC's process of evaluation and procedures for program monitoring. It is the responsibility of Serve DC to ensure that programs have copies of and understand the Learn and Serve provisions, relevant OMB Circulars, as well as Serve DC-specific requirements set forth in the Grant Agreement and Contract Addendum. In addition, Serve DC has access at any time and the right to examine, audit, excerpt, transcribe and copy on the Grantee's premises any directly pertinent records and computer files of the Grantee involving transactions relating to the grant agreement.

Purpose

Site visits allow Serve DC to learn more about a program's training activities and community partnerships; to hear success stories of Learn and Serve programs; to ensure compliance with the grant agreement; to monitor the progress of a program toward meeting its objectives; and to provide technical assistance to improve the quality of programs.

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Advance Notice Monitoring Visit

Site visits are designed to be informative, flexible, and comprehensive. Site visits are usually scheduled for two-three hours, depending on the complexity of the program. Serve DC will make every effort to provide as much advance notice as possible when scheduling site visit times.

Six Easy Steps to Prepare for a Site Visit

1. Programs will receive a “Save the Date” email with proposed dates. You should promptly contact the Serve DC office with confirmation of dates.
2. Serve DC will send a written confirmation letter with agenda and attachments. Review all attachments for clarification before arrival.
3. Any documents asked to submit to Serve DC from the Site Visit Checklist should be returned to Serve DC for review by designated deadline. This is an important step in preparing for the actual visit. Returning items in a timely manner not only saves time during the site visits, it also allows the National Service team to review and prepare the appropriate documents for arrival.
4. Review attachments with your staff and be sure you and your staff understand and are prepared for National Service team arrival.
5. Prepare appropriate files and documents. This is an opportunity to showcase your program. Be sure that all documents are complete, accurate, and adequately describe your program’s policy and procedures.
6. Be flexible. At times, unexpected schedules may have to be adjusted.

What to expect after a visit? After every monitoring visit listed above the Director of National Service, National Service Coordinator, and where applicable, the Manager of Grants and Operations will follow up with the program by providing feedback on the results of the monitoring visit and will help the program develop a plan of action to address any compliance issues.

Programs will receive a preliminary report within two weeks of a completed visit. Written responses from programs are due 30 days after receipt of formal reports. If no response is received, notifications will be sent to the Executive Director within 2 weeks of the 30-day deadline.

Unofficial Monitoring Site Visit

Interested Commissioners and other interested Program Officials often request impromptu site visits to program sites. Programs will be notified of these site visits prior to arrival whenever possible.

These site visits are intended to observe programs during their regular day-to-day operation. No instruments will be used in these site visits, but there may be a request to observe members at service sites, a request for a guide, a request to conduct general observations and interviews, or a request to conduct an informal survey. Thus, programs should plan to accommodate the various styles of individuals when these types of site visits occur.

SPECIALIZED TRAINING AND TECHNICAL ASSISTANCE

Training and Technical Assistance Overview

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2004-2005 Training/Event Calendar

Overview

Serve Dc understands running a high-quality emergency preparedness and training program requires ongoing capacity building and support. To this end, Serve DC provides specialized programmatic and financial technical assistance to its sub-grantees.

These trainings and meeting topics are determined by the program directors themselves during an informal needs assessment, site visits, and informal communication with the national service staff. However, program directors can request technical assistance at any time or suggest a meeting or training topic.

Training and Technical Assistance Services

Resource Library

Serve DC has a small Resource Library for its programs to use. The Resource Library is intended to provide you with a wealth of materials at your disposal without having to invest the time, money or space to collect them yourselves. You can peruse the library at the Serve DC office or check materials.

Materials in the Resource Library include topics such as program management, volunteer management, leadership, community building, service learning, tutoring, literacy, fundraising, grant writing, sustainability, and risk management.

A program may check out two materials at a time. Materials must be returned within one month and in good condition.

A list of materials in the Resource Library can be found in the Specialized Training and Technical Assistance Appendix. To borrow materials, you must first complete a Resource Library Request Form and return it to the Training and Technical Assistance Manager

Contact:

Amity Tripp

Training and Technical Assistance Manager

amity.tripp@dc.gov

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2004-2005 Training, Events, and Reporting Calendar

June 2004	July 2004	August 2004
18: City Museum 6-8 National Service Conference (Kansas City, MO)	Project Director's Meeting 15:LASSIE Reports Due	Project Director's Meeting AmeriCorps Program Orientation
September 2004	October 2004	November 2004
Project Director's Meeting 11: One Days pay	Project Director's Meeting Make A Difference Day Project Director's Retreat	Project Director's Meeting 10: *DC National Service Conference 20: Family Volunteer Day
December 2004	January 2005	February 2005
Project Director's Meeting	Project Director's Meeting MLK Day	Project Director's Meeting
March 2005	April 2005	May 2005
17-19: Learn and Serve National Conference (Long Beach, CA)	Project Director's Meeting *National Youth Service Day National Volunteer Week	Project Director's Meeting Join Hands Day

* Date sponsored by the Serve DC office